LEMON GROVE CITY COUNCIL AGENDA ITEM SUMMARY

Item No1.E Mtg. Date _May 16, 2017_ DeptCity Manager's Office
Item Title: [Fiscal Year 2017-18 City Calendar]
Staff Contact: Corinne Russell, Human Resource Manager
Recommendation:
[Approve the Fiscal Year 2017-18 City Calendar (Attachment A)]
Item Summary:

The Lemon Grove Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off. Per the Lemon Grove Personnel Policies Manual in Section 6.15

C. If one of the holidays listed above falls on a Saturday, or on a work day normally scheduled off, then floating holiday hours shall be credited as appropriate.

It has been past practice for several years to take the floating holidays credited on holidays that fall on a Friday or Saturday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2017-18 City Calendar (Attachment A) for City Council approval.

The following holidays conflict with scheduled days off during Fiscal Year 2017-18:

- Veteran's Day (falls on a Saturday)
- Day after Thanksgiving (falls on a Friday)
- o ½ day for Christmas Eve and ½ day for New Years Eve (both fall on a Sunday).

The proposed calendar assigns the holidays that conflict with scheduled days off as follows:

- November 11, 2017 (Veteran's Day) apply to Tuesday December 26, 2017.
- November 25, 2017 (day after Thanksqiving) apply to Wednesday December 27, 2017.
- o ½ day for December 24, 2017 (Christmas Eve) and ½ day for December 31, 2017 (New Years Eve) towards Thursday December 28, 2017.

This proposed calendar would result in City Hall being closed between Monday December 25, 2017 and Thursday December 28, 2017. If approved, the FY 2017-18 City Calendar will be posted on the City's website and made available at City Hall.

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Fiscal Impact:			
[None]			
Environmental Revie	w:		
Not subject to rev	iew	☐ Negative Declaration	
Categorical Exem	ption, Section [Mitigated Negative Declaration	
Public Information:			
None	Newsletter article	Notice to property owners within 300 ft.	
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☐ Notice published in local newspaper	□ Neighborhood meeting
Attachments:	
A. [City of Lemon Grove Fiscal Year 2017-18 Cale	ndar

Attachment A

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